



710 - PAID PERSONAL LEAVE (PPL)
REGULAR PART TIME EMPLOYEES

I. GENERAL

The following provides policies and guidelines for the administration of paid personal leave (PPL) for regular part-time employees. PPL is a combined leave to be used for personal reasons, vacation, personal and family medical purposes. An employee is considered to be in an active pay status while on PPL.

II. ELIGIBILITY

An employee must be in a position classified as regular part-time status (Reference Section 401, Employee Status Definitions) and have worked at least 20 hours per week for 52 weeks (need not be consecutive weeks) to be eligible for PPL.

III. ACCRUAL

- A. **Initial Accrual** - Upon completion of 52 weeks in which the employee has worked at least 20 hours per week, the employee is entitled to accrue 30 hours of PPL.

The employee's department is responsible for determining when all requirements for the initial accrual of 30 hours of PPL have been met and for submitting appropriate information to the Department of Human Resources. The effective date for PPL accrual is the beginning of the next weekly pay period after the employee qualifies for leave accrual.

- B. **Per Pay Period Accruals**- After an employee qualifies for the initial 30 hours of PPL, leave shall be accrued at the rate of 1.154 hours per weekly pay period for each pay period in which the employee works at least 20 hours per week. (Any PPL that is charged is counted towards meeting the 20 hour per week requirement.)

IV. REQUEST AND APPROVAL

Each department shall establish procedures for the request and approval of PPL. PPL shall be requested in advance, when possible, and in accordance with applicable procedures.

Designated managers are responsible for determining if PPL is to be approved or disapproved. While managers will make a reasonable effort to accommodate an employee's request for PPL, that is properly requested, approval is subject first to the needs of the department. However, PPL that is properly requested for a FMLA eligible reason cannot be denied (Reference Section 703, Family Medical Leave Act). When PPL is requested for medical purposes, certification by a health care provider may be required.

PPL is charged in 15-minute increments and leave time of seven (7) minutes or less should not be charged. Leave time of more than seven (7) minutes is rounded up to 15 minutes for record keeping purposes.

PPL must be accrued before it can be taken. The amount of PPL to be charged for any one day may not exceed the employee's scheduled work time for that day. On holidays or other days in which the City or department operation is closed and the employee would otherwise be working his/her regular schedule, the employee may charge PPL for the day, up to the number of work hours that would have been scheduled.

V. CARRY OVER/MAXIMUM ACCUMULATION

PPL accrual is not limited during the fiscal year. However, a maximum of 60 hours of PPL may be carried over as of June 30th of each year. Any hours in excess of 60 (including any leave accrued through June 30th) will be forfeited.

There is no provision for a regular part-time employee to exchange accrued paid personal leave for other benefits.

VI. USE AND PAYMENT OF PPL UPON TERMINATION

An employee may not use PPL to extend his/her date of termination.

The balance of any PPL shall be paid upon termination, regardless of reason. However, if an employee is indebted to the City, and such amount is undisputed, the City may offset any such debt against the employee's PPL balance and the employee shall be notified of the offset.

In case of an employee's death, the balance of any accrued PPL shall be paid in accordance with Section 2-112 of the City Code.

Supersedes/Amends: 701, 9/01/98

Approved:



City Manager